



# Student Technology Agreement

St. Mary School believes that all students should have access to technology when they act in a responsible manner. Acceptable uses of technology are devoted to activities that support learning and enhance the educational development of our students. Access to the Internet is a privilege, not a right. The school reserves the right to review the contents of all electronic devices. The school administrator will deem what is inappropriate use and her decision will be final. Users may be held responsible for the monetary costs that are incurred for repairs and/or replacement of devices.

## **Digital Citizenship**

A person's online identity is their reputation. What students write, post, and share all communicate many characteristics which may or may not negatively affect students' personal, educational, and future professional career. As a representative of St. Mary School, students must be diligent in maintaining a positive online identity. When students are using technology both at home and at school, they must always remember that their actions reflect not only upon themselves, but also on St. Mary School as a whole. It is imperative that all students and their families conduct themselves in an ethical and responsible manner.

## **Digital Access at Home**

It is highly recommended that students below the age of 13 refrain from using social media. As set forth by the Children's Online Privacy Protection Act, children under the age of 13 are restricted from using most social media accounts. While technology use at home is solely at the parents discretion, it is expected that students who do establish personal websites or social media networking sites shall conform themselves to the standards of conduct that are consistent with the Catholic Church and the philosophy and policies of St. Mary School. Children will be held responsible for the content of their posts. It is highly recommended that parents use privacy settings, limit technology distractions at homework time, family time, and bedtime, and monitor their child's online activity regularly.

## **To respect myself, my family, and my school, I will . . .**

- Use caution with the information, images, pictures, and other media I post online and will not publish personal details.
- Not take, view, send, or display inappropriate messages or pictures.
- Tell an adult immediately if I read or see something on the computer that is inappropriate or makes me feel uncomfortable and report any attacks or inappropriate behavior I encounter online.
- Not use personal accounts or electronic devices at school except with permission from my teachers.

## **To respect others, I will . . .**

- Not use electronic mediums to antagonize, bully, harass, or stalk people.
- Respect the personal and academic rights of by fellow students.
- Not share or use other student's passwords, accounts, or resources.
- Not represent myself or the school community in a manner that negatively reflects the Catholic Church and St. Mary School.
- Not publish or post school information, including, but not limited to, comments or pictures of fellow students without permission.

**To respect intellectual property, I will . . .**

- Not copy or use another person's work without giving credit to the author.
- Request permission to use copyrighted or otherwise protected materials.
- Suitable cite all use of websites, books, media, and acknowledge all primary sources.
- Obey all copyright laws.

**To respect St. Mary School technology, I will . . .**

- Use all school computer equipment carefully and not damage, change, or tamper with the hardware, software, settings or the network.
- Not have food or drinks while using school devices.
- Use caution and care whenever a device is in my possession.
- Use the computer, Internet, and printer for schoolwork only.
- Only use my own folder on the Google Drive at school.
- Only use the programs and websites that are teacher approved.

**To respect St. Mary School rules, I will . . .**

- Turn off my cellphone and other personal electronic devices when I arrive at school.
- Turn in my cellphone and other personal electronic devices to my teacher to be stored in the office during school hours.
- Give my cellphone and other personal electronic devices to my Extension leader as soon as I check into Extension both before and after school.
- Use a school telephone if I need to contact my parents during the school day with the permission of a staff member.
- Understand that if I fail to turn in my cellphone or other personal electronic device and it is seen out during school hours or while I'm in Extension, the device will be given to the principal or Extension leader, and my parent must retrieve the confiscated phone or device. I understand that I will receive a GIVE for the infraction.
- Understand that any damage or loss of my phone or my own devices is not the responsibility of the school.
- Understand that it is recommended that I do not bring my phone to school.

**I have read and talked with my parent/child about the Student Technology Agreement and understand that there will be appropriate consequences for not following this agreement.**

FAMILY NAME (Please print) \_\_\_\_\_

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_